

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address	FOR RECORDS MANAGEMENT USE	
Application Date -		Georgia Department of Education Office of Evaluation and Personnel Development Student Assessment and Test Development 1870 Twin Towers East, Atlanta, GA. 30334	Application Number 89-044	
Application Number			Date Received MAY 10 1989	Date Completed JUN 26 1989
2. Person to Contact Stan Bernknopf		Working Title Director		Telephone Number 656-2661
3. Action Requested				
a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.				
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.				
c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series Earliest Latest		5. Records Series Title (followed by title used in office; if different)		
1971 to Date		Student Assessment and Test Development Administrative Files		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?				
The Student Assessment and Test Development Unit is responsible for administering a program of assessment involving all public schools and students in all grades K-12, except Grade 5. Their vital role of assessment for accountability in the educational process was recognized by the Georgia General Assembly in 1974 APEG legislation and 1985 QBE (Quality Basic Education) legislation. Student Assessment and Test Development staff are responsible for developing tests, analyzing and disseminating data and providing staff development to local school staff and state staff. This office contracts with various vendors to produce products and carry out projects such as student test development, teacher test development, state-wide item bank teacher evaluation, test administration and other test-related projects. One such vendor is Georgia State University via the Georgia Assessment Project. Other vendors include University of Georgia, National Computer Systems, Educational Testing Service (ETS), National Evaluation Systems (NES) and CTB/McGraw Hill.				
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.				
Documents relating to: Administering the Student Assessment and Test Development Programs for the State of Georgia, including Teacher Assessment and maintaining and monitoring contracts with various vendors to produce products and carry out projects. Included are: Program Policies and Procedures, Contracts, correspondence related to contract development and fulfillment, Annual Reports				
File is arranged: Chronologically by Fiscal Year, thereunder alphabetically by subject				
8. Monthly Reference Rate How often are records referred to which are:				
One to six months old <u>Often</u> ; Seven to twelve months old <u>Often</u> ; Thirteen to twenty-four months old <u>Often</u> ; twenty-five months and older <u>Occasionally</u>				
9. Annual Rate of Accumulation of Records				
Letter-size drawers <u>2</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____				
TOTAL CURRENT ACCUMULATION: 20 Cubic Feet				

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. 6/14/89 Y.D.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? Student Assessment
X	f. Is the information contained in this series ever published? If yes, attach copy. Program Summary
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? (Contract/Payment Records in Grants Management and Accounting)
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	5 _____ years.
b. Statute of limitation	0 N/A 6/14/89 years.	e. Administrative need	7 _____ years.
c. Federal law	0 _____ years.	f. Federal retention instructions	0 _____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Quality Basic Education (QBE) #20-2-151(2) and #20-2-281,

State Board Policies II, IHE and IHF

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 6 _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

1989 MAY 10 10:11:40

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Dolly E. [Signature]</i>	5/4/89	<i>Vickie Baker</i>	5/4/89
89-044		State Records Committee (Signature)	
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		Date	
890510-01		State Auditor/Designee	6-26-89
		Secretary of State/Designee	6/19/89
		GOVERNOR'S Attorney General/Designee	6/21/89